



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

**COMPREHENSIVE PLAN CHECKLIST**  
**A Technical Assistance Tool From Growth Management Services**

**Name and address of city or county:**

**Staff contact, phone, and e-mail address:**

**Instructions:**

This checklist is intended to help jurisdictions conduct the process of updating their comprehensive plan, as required by RCW 36.70A.130(4). Although jurisdictions are not required to complete the checklist and return it to Growth Management Services (GMS), it is encouraged as a useful tool. This checklist is for local governments with a full set of requirements under the Growth Management Act (GMA), not for those planning for resource lands and critical areas only.

Note: **Bold items are a GMA requirement.** Other items may be requirements of other state or federal laws, best practices, or ideas to consider. **Highlighted items** are links to Internet sites.

Submit proposed plans or amendments to Growth Management Services (GMS) for review 60-days prior to adoption [RCW 36.70A.106(1)]. Adopted items, including a copy of the signed adopting ordinance, are to be submitted to GMS within 10 days of adoption [RCW 36.70A.106(2)]. Submit review items to:

[reviewteam@cted.wa.gov](mailto:reviewteam@cted.wa.gov)

or

Growth Management Services  
Attn: Review Team  
P.O. Box 42525  
Olympia, WA 98504-2525

If you have questions, call GMS at (360) 725-3000.

Note: Grant deliverables need to be sent to the Technical and Financial Assistance Team at [gmsgrants@cted.wa.gov](mailto:gmsgrants@cted.wa.gov).

**Checklist Topics:**

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**Enclosures to submit to GMS:**

- ☐ Two copies of proposed plan or amendment (electronic format encouraged);
- ☐ Outline of the established procedures for the public participation process (completed and scheduled);
- ☐ Outline of State Environmental Policy Act (SEPA) compliance process (enclosing any SEPA documents generated to date and not previously submitted to GMS), including cumulative effect analysis;
- ☐ Outline of coordination efforts with adjacent jurisdictions to ensure interjurisdictional consistency; and
- ☐ For adopted items, the signed ordinance with the following findings of fact: the public participation opportunities, and for updates, that the entire plan has been reviewed, and the plan has been updated per RCW 36.70A.130(4). For more information on update requirements, refer to the *Planning Director's Newsletter*.

**Important Dates:**

Date of planning commission public hearing:

Date of City Council/County Commission or Council public hearing:

Anticipated date of City Council/County Commission or Council adoption (must be at least 60-days from date CTED receives notice):

**1. County-wide Planning Policies (CWPPs)**

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<p>All plan elements should be consistent with relevant county-wide planning policies (CWPPs) and the GMA, and should consider Washington Administrative Code (WAC) provisions. [RCW 36.70A.100 and 210 and WAC 365-195-300(2)(c) and 520] GMS suggests CWPPs be referenced in each element, or be appended to the plan to clearly show consistency. Some jurisdictions use a table to show consistency.</p>	<p><input type="checkbox"/> CWPPs</p>	
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<p><b>2. The Land Use Element</b> should be consistent with CWPPs and RCW 36.70A.070(1), and should consider WAC 365-195-305, 335, 400, 410, and 430.</p>		
<p>a. Does the element include goals and policies relating to land use, urban growth and population growth, stormwater and critical areas (unless in separate element), natural resource lands (if applicable), and lands for public purposes?</p>	<input type="checkbox"/> Goals and policies	
<p>b. Does the element include a future land use map (or maps)?</p> <p>Note: Maps could fulfill the requirement to <b>clearly show the general distribution of land, where appropriate, for agriculture, timber production, housing, commerce, industry, recreation, open space, open space corridors, public utilities, public facilities, and other land uses.</b> [RCW 36.70A.070(1)]</p> <p>Note: Future land use maps should clearly show city limits and urban growth area (UGA) boundaries. [RCW 36.70A.110(6)] A table showing which zones implement land use designations could be helpful.</p> <p>Does the element consider planning approaches that increase physical activity, such as neighborhood commercial nodes to allow walking and cycling to local services, transit-oriented development, linear parks and trails network, and schools and other public facilities located within neighborhoods to allow easy walking? [RCW 36.70A.070(1) (<b>AMENDED in 2005</b>)]</p>	<input type="checkbox"/> Land use map  <input type="checkbox"/> Planning for physical activity	
<p>c. Does the plan indicate the population for which it is planning and is this projection used consistently in the plan?</p> <p>Is the population growth projected in the comprehensive plan consistent with the Washington Office of Financial Management forecast for the county or the county's sub-county allocation of that forecast? [RCW 43.62.035] If not, what is the rationale for using another figure?</p> <p>For counties: What is the percentage of county-wide population growth allocated for urban growth areas? Is this allocation consistent with GMA goals of encouraging urban growth in urban areas, reducing sprawl, and ensuring public facilities and services are efficiently provided?</p>	<input type="checkbox"/> Population projection uses latest census	

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<p>d. <b>As required by RCW 36.70A.070(1), does the Land Use Element include population densities, building intensities, and estimates of future population growth in UGAs?</b></p> <p>Note: GMS suggests including the range of dwelling units per acre allowed in each land use designation and/or implementing zones as a projection of existing and projected development capacity. Review WAC 365-195-305(2)(a-k) for a recommendation of how to meet the requirement.</p> <p><b>If a buildable lands analysis has been completed, are measures needed to ensure appropriate densities will result? Have such measures been adopted?</b></p> <p>Note: Buildable lands analysis was required by RCW 36.70A.215 in the 6 counties, with 2004 update deadlines. Review <u>Buildable Lands Program Guidelines</u>, CTED has a list of measures.</p>	<p><input type="checkbox"/> Estimated population capacity and appropriate densities</p> <p><input type="checkbox"/> Reasonable measures adopted if needed</p>	
<p>e. <b>As required by RCW 36.70A.130(3), have urban densities and UGAs been reviewed every ten years?</b></p> <p>Note: This may be done as part of an update under 130(4). Review WAC 365-195-335 and WAC 365-195-630(3) for suggestions on how to make the determination that the UGA is appropriately sized for the population projection within the planning period. Supporting information should include: selected population growth forecast scenario [RCW 43.62.035]; population allocation and percentage of land devoted to urban, rural, and resource uses (counties) [RCW 36.70A.070(1)]; land capacity analysis for UGAs, and changes to UGAs with reasons for change. [RCW 36.70A.110 and RCW 36.70A.130] By definition, urban growth areas are all unincorporated areas so designated by a county and all incorporated cities and towns. [RCW 36.70A.110 and WAC 365-195-335]</p> <p>Other issues to consider:</p> <p>Can the jurisdiction adequately provide urban services to an expanded UGA? Look to the CWPPs as possible guidance to determine whether a UGA expansion is needed and how this process should be conducted.</p> <p>Is there a coordinated approach to planning for development in urban growth areas, especially among adjacent jurisdictions?</p> <p>Do urban growth areas (incorporated or not) provide for achieving urban densities, services, and uses? Do policies and regulations encourage urban growth in urban areas and reduce sprawl?</p> <p>Note 1: It is recommended that UGAs not be expanded into areas where urbanization may have a significant adverse impact on critical areas.</p> <p>Note 2: If a county designates a fully contained community (FCC), part of the county's population allocation should be reserved for FCC. [RCW 36.70A.350(2)]</p>	<p><input type="checkbox"/> UGA review (required every 10 years)</p>	

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<p>f. <b>Does the plan identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses?</b> [RCW 36.70A.150 and WAC 365-195-430]</p> <p><b>Has a list of acquisitions been developed</b> with a timeline and budget for acquiring lands useful for public purposes under RCW 36.70A.150? [The list need not be part of the comprehensive plan.]</p>	<p><input type="checkbox"/> Public use lands</p> <p><input type="checkbox"/> List of acquisitions</p>	
<p>g. <b>Does the plan identify open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas?</b> [RCW 36.70A.160]</p>	<p><input type="checkbox"/> Open space corridors</p>	
<p>h. If there is an airport in the jurisdiction, or adjacent to its boundaries, <b>does the plan include policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to general aviation airports?</b> [RCW 36.70.547 (NEW REQUIREMENT in 1996)]</p> <p><b>Has the plan and regulations been filed with the Aviation Division of the Washington State Department of Transportation(WSDOT)?</b> [RCW 36.70.547 (NEW REQUIREMENT in 1996)]</p> <p>Does the plan allow the siting and expansion of general aviation airports according to local provisions for siting essential public facilities and state requirements?</p> <p>Note: See the Washington State Department of Transportation (WSDOT)'s Publication, <i>Airports and Compatible Land Use Planning</i>, RCW 35A.63.270 and RCW 36.70A.510 for guidance.</p>	<p><input type="checkbox"/> No incompatible uses near airports</p> <p><input type="checkbox"/> Plan filed with WSDOT</p>	
<p>i. Is there a U.S. Military Base within or adjacent to the jurisdiction, employing 100 or more personnel, and operated by the U.S. Department of Defense? See Map of U.S. bases to help make this determination.</p> <p><b>If so, does the plan include policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to military bases?</b> [RCW 36.70A.530 (3) (NEW REQUIREMENT in 2004)]</p> <p><b>Has the commander of the base been informed of amendments to comprehensive plan and development regulations on lands adjacent to the base?</b> [RCW 36.70A.530 (4)]</p>	<p><input type="checkbox"/> No incompatible uses near bases</p> <p><input type="checkbox"/> Base commander notified</p>	

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<p>j. <b>Does the Land Use Element review drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state?</b> [RCW 36.70A.70(1)] RCW 90.56.010(26) includes definition for waters of the state.</p> <p>Do stormwater policies and regulations incorporate the appropriate State Department of Ecology’s Stormwater Manual for Eastern or Western Washington or the equivalent? This could be one way to demonstrate compliance with U.S. Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) [Section 402] Phase 2 permit requirements.</p> <p>Note: Examples of best practices for stormwater include:</p> <ul style="list-style-type: none"> <li>• Provisions to retain natural hydrology and processes, such as limiting effective impervious surfaces, clustering, preserving open spaces and forests, and promoting low impact development practices. See Puget Sound Action Team (PSAT) low impact development (LID) guidance.</li> <li>• Provisions to incorporate relevant land-use recommendations for the watershed. <i><a href="http://www.ecy.wa.gov/watershed/index.html">http://www.ecy.wa.gov/watershed/index.html</a></i>, and for salmon recovery <i><a href="http://www.governor.wa.gov/gspro/default.htm">www.governor.wa.gov/gspro/default.htm</a></i>.</li> <li>• Provisions to allow and promote clustering where green space, wetlands, habitat, and hydrologic processes need protection.</li> <li>• Policy to adopt a clearing and grading ordinance if not already existing (See GMS’s <i>Technical Guidance Document for Clearing and Grading in Western Washington</i>).</li> </ul>	<input type="checkbox"/> Stormwater planning	
<p>k. <b>Does the comprehensive plan include policies that give guidance to critical areas regulations, and are those policies based on the best available science (BAS) with “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries?</b> [RCW 36.70A.060(3), RCW 36.70A.030(5), WAC 365-190-080, and WAC 365-195-900 through 925 <b>(BAS is NEW Requirement in 1995)</b>]</p> <p>Plan policies should address the five critical areas and seek comprehensive protection of functions and values. [RCW 36.70A.172(1)] See CTED’s <i>Critical Areas Assistance Handbook</i> for assistance in designating and protecting each of the five areas. CTED recommends that jurisdictions follow the process in WAC 365-195-915 to document decisions as they are made.</p>	<input type="checkbox"/> BAS used to designate and protect critical areas	

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<p>l. Are there policies to designate and protect wetlands and their buffers?</p> <p><b>Are wetlands defined using RCW 36.70A.030(20)?</b></p> <p><b>Are wetlands delineated using the Washington State Department of Ecology (Ecology's) Wetland Delineation Manual? [RCW 36.70A.175, NEW in 1995]</b></p> <p>Note: See Ecology's resources on wetlands for assistance.</p>	<p><input type="checkbox"/> Wetlands defined under GMA definition</p> <p><input type="checkbox"/> Wetland delineation using Ecology's manual</p>	
<p>m. <b>Does the plan include provisions for protection of the quality and quantity of ground water used for public water supplies? [RCW 36.70A.070(1)]</b></p> <p>Note: This is required if jurisdictions draw groundwater for potable water or need to manage threats to exempt wells. Policies should limit impervious surfaces and regulate hazardous uses in critical aquifer recharge areas (CARAs), protect wellhead areas, and consider watershed plans. See Ecology's guidance on <i>Critical Aquifer Recharge Areas (CARAs)</i> and Water Resource Inventory Assessment (WRIA) plans.</p>	<p><input type="checkbox"/> CARAs</p>	
<p>n. Are policies and land use designations for frequently flooded areas consistent with FEMA guidance? Classifications of frequently flooded areas should include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program. [WAC 365-190-080(3)]</p> <p>Has the link between flooding and ecological functions, such as groundwater recharge, wetlands, etc, been considered?</p>	<p><input type="checkbox"/> Frequently flooded areas regulated using FEMA guidance?</p>	
<p>o. Are geologically hazardous areas designated according to criteria in WAC 365-190-080(4)? Is the range of uses limited in geologically hazardous areas, especially excluding critical facilities such as emergency response, hospitals, etc.?</p>	<p><input type="checkbox"/> Geohazards</p>	
<p>p. Are significant fish and wildlife habitat conservation areas and corridors designated for protection? See WAC 365-190-080(5) for more information on specific habitat conservation areas, and factors to consider for their designation and protection. Is there coordination with adjacent jurisdictions when habitat areas cross jurisdictional boundaries?</p> <p>Note 1: See <a href="http://www.wa.gov/wdfw/hab/phspage.htm">http://www.wa.gov/wdfw/hab/phspage.htm</a> for lists of priority habitats and species.</p> <p>Note 2: Has the Washington State Department of Natural Resources (DNR)'s proposed new stream typing system been considered? [WAC 222-16-030 <a href="http://www.dnr.wa.gov/forestpractices/watertyping">http://www.dnr.wa.gov/forestpractices/watertyping</a> ?</p>	<p><input type="checkbox"/> Fish and wildlife habitat conservation areas</p>	

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<p>q. Is the jurisdiction is affected by an Endangered Species Act (ESA) 4(d) rule? Are requirements of the rule, if applicable, incorporated into comprehensive plan policies? Have species listings affected land use assumptions, capital facilities planning, and permit processes? Will new capital facilities (e.g., new infrastructure, water, and wastewater utilities) be needed to comply with ESA? Have they been included in the Capital Facilities Element of the plan?</p> <p>Will stormwater regulations or clearing and grading ordinances need to be updated to protect fish habitat? Should new policies be added to the plan?</p> <p>If monitoring programs have been adopted to ensure that habitat is being maintained, is there adequate funding for monitoring?</p>		
<p>r. If there is inadequate scientific information about critical areas, has the jurisdiction adopted an “adaptive management” policy and program for addressing this situation?</p> <p>Note: WAC 365-195-920 and <i>Critical Areas Assistance Handbook</i> provides guidance on criteria.</p>		
<p>s. Have non-regulatory measures to protect or enhance functions and values of critical areas been considered? These may include public education, stewardship programs, pursuing grant opportunities, water conservation, farm planning, joint planning with other jurisdictions and non-profit organizations, stream and wetland restoration activities, etc.</p>		
<p>t. <b>Are the criteria for designating natural resource lands consistent with CTED’s Minimum Guidelines to classify agricultural, forest, mineral lands and critical areas?</b> [RCW 36.70A.050 and 060, WAC 365-190, and WAC 365-195-400]</p>	<input type="checkbox"/> Natural resource lands designation criteria	
<p>u. <b>If forest and agricultural lands of long-term commercial significance are designated inside UGAs, is there a transfer and/or purchase of development rights (TDR, or PDR) program?</b> [RCW 36.70A.060(4)]</p>	<input type="checkbox"/> TDRs for agricultural lands inside UGAs	
<p>v. <b>Are there policies encouraging conservation of forest and agricultural lands and limiting the allowable range of zoning techniques and accessory uses to those allowed under RCW 36.70A.177 (AMENDED in 2004)?</b> [RCW 36.70A.020(8)]</p>	<input type="checkbox"/> Limit accessory uses on agricultural lands	
<p>w. <b>Are there policies discouraging incompatible uses with resource lands and directing appropriate development in and near resource lands?</b> [RCW 36.70A.060(1), RCW 36.70A.020(8), and RCW 36.70A.177 (AMENDED in 1997)]</p> <p>Are innovative zoning techniques such as agricultural zoning, large lot zoning, and clustering allowed in agricultural lands to conserve lands and encourage the economy included? [RCW 36.70A.177 (AMENDED in 1997 and 2004)]</p>	<input type="checkbox"/> Discourage incompatible uses on agricultural lands	

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<p>x. <b>Have designated mineral resource lands and development regulations for mineral resource lands been reviewed?</b></p> <p>Note: RCW 36.70A.131 requires use of new information from DNR for review of mineral lands of long-term commercial significance designations. Minerals include sand, gravel and various metallic substances. [RCW 36.70A.030(11)]</p>	<input type="checkbox"/> Review mineral resource lands	
<p>y. <b>If the county is eligible and has designated a major industrial development or master planned location outside of the UGA, is the area consistent with the criteria in RCW 36.70A.365 and 367?</b> [NEW in 1995; AMENDED in 2004]</p>	<input type="checkbox"/> Major industrial area	
<p>z. <b>If the county has permitted a master planned resort, have the requirements of RCW 36.70A.360 been met?</b></p>	<input type="checkbox"/> Master planned resort	

<p><b>3. The Housing Element</b> is intended to ensure the vitality and character of established residential neighborhoods. It should be consistent with relevant CWPPs, RCW 36.70A.070(2), and should consider WAC 365-195-310</p>		
<p>a. <b>Is there a statement of goals, policies, and objectives for the preservation, improvement, and development of housing?</b> [RCW 36.70A.070(2)(b)]</p> <p>What strategy and mechanisms are there for achieving these targets?</p>	<input type="checkbox"/> Strategy for housing	
<p>b. <b>Does the element include an inventory and analysis of existing and projected housing needs as a result of population growth over the planning period?</b> [RCW 36.70A.070(2)(a)] Review CTED's <i>Assessing Your Housing Needs</i> for assistance.</p>	<input type="checkbox"/> Housing needs analysis using latest population projection	
<p>c. <b>Does the element identify sufficient land for housing, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities?</b> [RCW 36.70A.070(2)(c)]</p> <p>Note: No city or county planning under the GMA may enact an ordinance, development regulation, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. [RCW 36.70A.410; RCW 70.128.140; Washington Laws Against Discrimination, RCW 49.60.222-225; Federal Fair Housing Act, as Amended, 42 USC 3602 et seq, and WAC 365-195-310(k)]</p>	<input type="checkbox"/> Special housing planned for and not subject to discrimination	



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<p>d. <b>Does the plan make adequate provisions for existing and projected housing needs of all economic segments of the community?</b> [RCW 36.70A.070(2)(d)]</p> <p>Note: WAC 365-195-310 recommends an evaluation of how the existing and projected market can provide housing at various costs and for various income levels, and an estimation of the present and future populations that would require assistance to obtain housing. This section should also identify existing programs and policies to provide affordable housing and evaluate their effectiveness. CTED has guidance on this topic. The U.S. Department of Housing and Urban Development (<b>HUD</b>) defines affordable housing when a household spends no more than 30 percent of income on housing, including rent and utilities.</p>	<input type="checkbox"/> Affordable housing planned	
<p>e. <b>Are there policies on manufactured housing so that it is not regulated differently than site built housing?</b> [RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225 (All AMENDED in 2004)]</p> <p>Note: A local government may (1) allow only new manufactured homes, (2) require the manufactured home to be set on a permanent foundation, or (3) require manufactured homes to comply with local design standards applicable to other homes in the neighborhood, but not may discriminate against consumer choice in housing. [National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. 5401, et reg.)]</p>	<input type="checkbox"/> No discrimination against manufactured housing	
<p>f. <b>If the city has a population of over 20,000, or the county has a population of over 125,000, does the jurisdiction allow accessory dwelling units (ADUs) in single family residential areas?</b> [RCW 36.70A.400 and RCW 43.63A.215(3)]</p>	<input type="checkbox"/> ADUs allowed	
<p>g. <b>Are family daycare providers [12 or fewer children RCW 74.15.020(f)] in a residential dwelling allowed in all residential and commercial zones?</b> [RCW 36.70.450]</p>	<input type="checkbox"/> Family daycares allowed	

<p><b>4. The Capital Facilities Plan (CFP) Element</b> needs to be consistent with CWPPs, RCW 36.70A.070(3), and WAC 365-195-315 and should serve as a check on the practicality of achieving other elements of the plan. This element should cover all the services planned, provided, and paid for by the jurisdiction. For clarity, services provided by other providers could be included in the Utilities Element, or as a subsection of the CFP.</p>		
<p>a. Does the element include goals and policies relating to capital facilities to guide decisions? [RCW 36.70A.120]</p>	<input type="checkbox"/> Goals and policies	

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<p>b. <b>Does the element include an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities?</b> [RCW 36.70A.070(3)(a)]</p> <p>Note: The inventory could include water, sanitary sewer and stormwater facilities, schools, parks and recreation facilities, solid waste management, police and fire protection facilities. The element should include references to water or other system plans, include a brief summary of these plans, indicate location of the facilities, and should show where systems currently have unused capacity. Public services and facilities defined in RCW 36.70.030(12 and 13).</p>	<input type="checkbox"/> Inventory of existing facilities	
<p>c. <b>Is a forecast of the future needs for existing capital facilities included in the element?</b> [RCW 36.70A.070(3)(b)]</p> <p>Note: The forecast should be based on projected population and adopted levels of service (LOS) [urban LOS for cities, rural LOS for counties], population densities, and distribution of growth over the planning period. WAC 365-195-315(2)(b) suggests that jurisdictions include a strategy for providing capital facilities over the 20-year life of the plan. Consider whether the jurisdiction has sufficient water rights or sewage treatment capacity to support the plan's projected 20-year growth, or a strategy to obtain them.</p>	<input type="checkbox"/> Forecast of future needs	
<p>d. <b>Does the element indicate proposed locations and capacities of expanded or new capital facilities?</b> [RCW 36.70A.070(3)(c)]</p> <p>WAC 365-195-315(2)(e) suggests that a phasing schedule in the Land Use Element should dictate when and where capital facilities will be needed. Consider if the concurrency ordinance or other mechanisms have been effective in providing public facilities and services concurrent with development.</p>	<input type="checkbox"/> Planning for future needs	
<p>e. <b>Is a six-year plan (at least) included that will finance such capital facilities within projected funding capacities and that clearly identifies sources of public money for such purposes? Is the CFP consistent with rest of the comprehensive plan?</b> [RCW 36.70A.070(3)(d) and RCW 36.70A.120]</p> <p>WAC 365-195-315(2)(d) suggests that the plan be updated at least biennially so that financial planning remains sufficiently ahead of the present for concurrency to be evaluated. For a list of funding sources, see <a href="http://www.infracfunding.wa.gov/">http://www.infracfunding.wa.gov/</a>.</p> <p>Are there plan provisions establishing policies, levels of service, and regulatory strategies for concurrency as applied to public facilities other than transportation? [WAC 365-195-510(2) and(3)]</p> <p>Can the plan provide adequate facilities in a timely manner? [WAC 365-195-200(2)]</p>	<input type="checkbox"/> Six-year funding plan consistent with comp plan	

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<p>f. <b>Is there a policy to reassess the Land Use Element if probable funding falls short of meeting existing needs and any other measures to ensure that the Land Use Element, Capital Facilities Element, and financing plan within the Capital Facilities Element are coordinated and consistent?</b> [RCW 36.70A.070(3)(e)]</p> <p>WAC 365-195-315(2)(e) suggests that the plan set forth how pending applications for development will be affected while such a reassessment is being undertaken.</p>	<input type="checkbox"/> Reassessment policy included	
<p>g. <b>If impact fees are used, are the public facilities for which money is to be collected and spent on, included in this element?</b> [RCW 82.02.060 through 100]</p>		

<p><b>5. The Utilities Element</b> should relate to all services provided, planned for, paid for, and delivered by providers other than the jurisdiction. This should be consistent with relevant CWPPs and RCW 36.70A.070(4), and should consider WAC 365-195-320.</p>		
<p>a. Does the element include goals and policies relating to service arrangements with other providers?</p>	<input type="checkbox"/> Goals and policies	
<p>b. <b>Does the element show the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, natural gas lines, etc.?</b> [RCW 36.70A.070(4)]</p> <p>Note: When services such as solid waste, water, or sewer are provided by separate districts or commercial service providers, a discussion should be included in this element.</p> <p>WAC 365-195-320(2)(a) states that proposed utilities are understood to be those awaiting approval when the CFP is adopted. WAC 365-195-320(2) suggests:</p> <ul style="list-style-type: none"> <li>• Coordinating with non-municipal service providers to include an analysis of capacity needs for various utilities over the planning period. [WAC 365-195-320(2)(b)]</li> <li>• Evaluating whether any utilities should be identified and classified as essential public facilities (EPF) subject to the separate siting process of difficult to site EPFs. [WAC 365-195-320(2)(d)]</li> <li>• Policies should be considered calling for joint use of transportation rights-of-way and utility corridors, where possible, coordination between road construction and utility trenching activities, and coordination of utility planning among adjacent jurisdictions. [WAC 365-195-320(2)(g) and (h)]</li> </ul>	<input type="checkbox"/> General location of existing facilities	

<p><b>6. The Rural Element (counties only)</b> should be consistent with RCW 36.70A.070(5), RCW 36.70A.011 RCW 36.70A.030(15 and 16), and should consider WAC 365-195-330]. Rural lands are lands not included in urban growth areas, or designated as agricultural, forest, or mineral resource lands.</p>		
<p>a. Are there goals and policies relating to rural land use and services?</p>	<input type="checkbox"/> Goals and policies	

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<p>b. Does the element define rural character following the guidance of RCW 36.70A.030(14), (15), and (16)? <b>RCW 36.70A.070(5) requires that the Rural Element provide for rural development, forestry, and agriculture; a variety of rural densities, uses, essential public facilities and rural governmental services.</b></p> <p>CTED suggests that jurisdictions consider hearings board cases for guidance on appropriate rural densities and levels of governmental services and compile a written record as decisions are made as required by RCW 36.70A.070(5)(a).</p> <p>Does the element identify the portion of county population growth to live and work in rural areas? [WAC 635-195-330(2)(b)] Is the population density low enough to limit demands on rural services and preserve rural character? Are urban services limited in rural areas? [RCW 36.70A.110(4)]</p> <p>The plan may include optional techniques such as limited areas of more intensive rural development (LAMIRDs), clustering, density transfer, design guidelines, and conservation easements to accommodate rural uses not characterized by urban growth as specified in RCW 36.70A(5)(d)[<b>AMENDED in 2004</b>].</p>	<input type="checkbox"/> Appropriate uses, densities, and services	

7. The <b>Transportation Element</b> should be consistent with relevant CWPPs and RCW 36.70A.070(6), and should consider WAC 365-195-325.		
<p>a. Does the element include goals and policies for roadways, fixed route and demand response public transit, bicycle and pedestrian travel, port and intermodal facilities, passenger and freight rail, and truck, rail, and barge freight mobility?</p>	<input type="checkbox"/> Goals and policies	
<p>b. <b>Is there an inventory of air, water, and land transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports to define existing capital facilities and travel levels as a basis for future planning?</b> [RCW 36.70A.070(6)(a)(iii)(A)]</p> <p>Note: WAC 365-195-325(2)(c) provides recommendations for meeting requirements to describe facilities.</p>	<input type="checkbox"/> Transportation inventory	

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<p>c. <b>Does the element include regionally coordinated LOS standards for all arterials and transit routes to serve as a gauge to judge performance of the system, LOS for highways of statewide significance, and LOS for other state highways consistent with the regional transportation plan?</b> [RCW 36.70A.070(6)(a)(iii)(B) <b>NEW REQUIREMENT IN 1997</b>]</p> <p>LOS set by WSDOT for highways of statewide significance should be incorporated into the model, and these links should be eliminated from the concurrency management system. LOS on highways that are not of statewide significance should be designated through the regional transportation planning organization. Local LOS should be defined, such as describing what levels A-F look like, or other ways of measuring LOS.</p>	<input type="checkbox"/> Levels of service for all facilities; local, regional, and state	
<p>d. <b>Does the element include the land use assumptions used in estimating travel?</b> [RCW 36.70A.070(6)(a)(i)]</p>	<input type="checkbox"/> Land use assumptions	
<p>e. <b>Does the element identify specific actions and requirements for bringing into compliance any facilities and services that are below an established LOS standard?</b> [RCW 36.70A.070(6)(a)(iii)(D) (<b>AMENDED in 2005</b>), WAC 365-195-510, and WAC 365-195-835]</p> <p><b>Are concurrency policies consistent with RCW 36.70A.070(6)(b) (AMENDED in 2005)?</b> Strategies such as increased public transit, ride sharing programs, and other multimodal strategies may be used to ensure that development does not cause service to decline on a locally owned facility below adopted levels of service.</p>	<input type="checkbox"/> Concurrency	
<p>f. <b>Does the element describe existing and planned transportation demand management (TDM) strategies,</b> such as HOV lanes, parking policies, high occupancy vehicle subsidy programs, etc.? [RCW 36.70A.070(6)(a)(vi)].</p>	<input type="checkbox"/> TDM Strategies	
<p>g. <b>Does the element include a pedestrian and bicycle component?</b> According to RCW 36.70A.070(6)(a)(vii) (<b>AMENDED in 2005</b>), this should identify and plan improvements for pedestrian and bicycle facilities and corridors to encourage enhanced community access and promote healthy lifestyles.</p> <p>Note: Guidance and example bicycle and pedestrian plans are available from GMS.</p>	<input type="checkbox"/> Bicycle and pedestrian planning	
<p>h. <b>Does the element include a forecast of traffic for at least 10 years, based on the Land Use Element, to provide information on the location, timing, and capacity needs of future growth?</b> [RCW 36.70A.070(6)(a)(iii)(E)]</p>	<input type="checkbox"/> Traffic forecast	

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<p>i. <b>Does the element identify state and local system expansion needs to meet current and future demands?</b> [RCW 36.70A.070(6)(a)(iii)(F)]</p> <p>Are identified needs on state-owned facilities consistent with the Washington Transportation Plan required under chapter 47.06 RCW?</p>	<input type="checkbox"/> Future needs	
<p>j. Is the transportation funding program coordinated with the CFP, and does it address the deficiencies identified in the system?</p> <p><b>Does the element analyze the funding capability to judge needs against probable funding resources?</b> [RCW 36.70A.070(6)(a)(iv)(A)]</p> <p><b>Is a multiyear financing plan included in the element based on the needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the six-year street, road, or transit program required by RCW 35.77.010 for cities, RCW 36.81.121 for counties, and RCW 35.58.2795 for public transportation systems?</b> [RCW 36.70A.070(6)(a)(iv)(B)]</p> <p><b>If probable funding falls short of meeting identified needs, is there a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met?</b> [RCW 36.70A.070(6)(a)(iv)(C)]</p>	<input type="checkbox"/> Funding analysis  <input type="checkbox"/> Funding program   <input type="checkbox"/> Funding shortfall strategy	
<p>k. <b>Does the element include a discussion of intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions?</b> [RCW 36.70A.070(6)(a)(v)]</p>	<input type="checkbox"/> Intergovernmental coordination	
<p>l. Does the element include a discussion regarding the relationship between the regional transportation plan, Transportation Element, and Capital Facilities Element? [WAC 365-195-325(2)(b)]</p> <p>m. <b>Is the plan certified by the regional transportation planning organization?</b> [RCW 47.80.23 and 026 and WAC 365-195-325(2)(b)]</p>	<input type="checkbox"/> Plan certified by RTPO	.

<p><b>8. The Economic Development Element</b> is not a required element as the state has not provided funding to assist in developing this element. However, desired levels of job growth, commercial and industrial expansion should be identified in the plan, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. A city that has chosen to be a residential community is exempt from this requirement. [WAC 365-195-060(2) and RCW 36.70A.070(7)(c)] An Economic Development Element should include:</p>		
<p>a. A summary of the local economy such as population, employment, payroll, sectors, businesses, and sales. [RCW 36.70A.070(7)(a)]</p> <p>Note: See CTED's Guidebook on Economic Development (2005).</p>		

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
b. A summary of the strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, work force, housing, and natural/cultural resources. [RCW 36.70A.070(7)(b)]		
c. Identification of policies, programs, and projects to foster economic growth and to address future needs. [RCW 36.70A.070(7)(c)]		

<b>9. A Park and Recreation Element</b> [RCW 36.70A.070(8)] is not a required element as the state has not provided funding to assist in developing this element. However, park, recreation, and open space planning are among GMA goals, and it is important to plan for and fund these facilities. CTED's Guidebook <i>Planning for Parks, Recreation, and Open Space in your Community</i> , can provide a step-by-step assistance. A Parks and Recreation Element should include:		
a. Goals and policies to guide decisions regarding facilities.		
b. An estimate of park and recreation demand for at least a ten-year period based on adopted levels of service and population growth. [RCW 36.70A.070(8)(a)]		
c. An evaluation of facilities and service needs over the planning period. [RCW 36.70A.070(8)(b)]		
d. An evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand. [RCW 36.70A.070(8)(c)]  Note: This element should be consistent with the Capital Facilities Element as it relates to park and recreation facilities. [RCW 36.70A.070(3)(e)]		

<b>10. The Shoreline Element</b> of the comprehensive plan is the goals and policies of Shoreline Master Program (SMP). [RCW 36.70A.480] The SMP goals and policies may also be included in an Environmental Element. The comprehensive plan and SMP goals and policies should be consistent.		
<b>Are SMP goals and policies included in the comprehensive plan?</b> [RCW 36.70A.480]  Note: Currently, critical areas along shorelines are to be designated and protected by the critical areas ordinance (CAO). When a jurisdiction updates its SMP consistent with Ecology's new guidelines (Chapter 173-26 WAC), and according to a schedule in RCW 90.58.080, protection for critical areas within shorelines is transferred from the critical areas ordinance to the SMP. Protection must be at least equal to that from the CAO under the GMA. Since the SMP is required after the GMA update, jurisdictions are advised to consider consistency between the comprehensive plan and shoreline master plans. <b>(NEW IN 2003)</b> See Questions and Answers on ESHB 1933 for assistance.	<input type="checkbox"/> SMP goals and policies.	

<b>11. Provisions for siting essential public facilities (EPFs)</b> should be consistent with CWPPs, RCW 36.70A.200, and should consider WAC 365-195-340, and 840. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.
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<p>a. <b>Does the plan include a process or criteria for identification and siting of essential public facilities, including those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, transportation facilities of state-wide significance defined according to RCW 47.06.140, and secure community transition facilities?</b> [RCW 36.70A.200(1)]</p> <p>Note: WAC 365-195-340 suggests a potential process.</p>	<input type="checkbox"/> EPF identification and siting process	
<p>b. <b>Have state or regional transportation facilities and services of state-wide significance and secure community transition facilities (defined in RCW 71.09.020) been added to list of EPFs?</b> [RCW 36.70A.200 (AMENDED in 1997 and 2001)]</p>	<input type="checkbox"/> Transportation facilities of statewide significance and secure community transition facilities added to list of essential public facilities.	
<p>c. <b>Are there policies which address the statutory requirement that no comprehensive plan may preclude the siting of essential public facilities?</b> [RCW 36.70A.200(5)]</p>	<input type="checkbox"/> No preclusion policy	
<p>d. <b>Did the jurisdiction consider the Office of Financial Management's list of essential state public facilities that are required or likely to be built within the next six years?</b> [RCW 36.70A.200(5)] (Instructions to find the list are available from GMS)</p>	<input type="checkbox"/> List considered	
<p>e. Has the best available information and data been used to determine that regionally important public facilities (hospitals, schools, landfills, etc.) are not allowed to locate in known hazardous areas (wildfire hazard areas, tsunami inundation zones, etc)?</p>		

12. Optional plan elements and sub-area plans may be included in the comprehensive plan.		
Are additional elements included in the plan, such as energy conservation, historic preservation, natural hazards, or community design? [RCW 36.70A.080 and WAC 365-195-345] These elements should be consistent with all other elements of the plan. Resources: <i>Historic Preservation: A Tool for Managing Growth</i> , CTED, 1994, revised in 2005, <i>Optional Comprehensive Plan Element for Natural Hazard Reduction</i> , CTED, 1999.		
Are any sub-area plans included in the plan, and are they consistent with the other plan elements? [RCW36.70A.080(2)]		

13. Consistency is required by the GMA.
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a. <b>Does the plan describe how all elements fit together, such as consistency of plan elements and future land use map, and consistency of land use and capital facilities elements</b> [RCW 36.70A.070 (preamble)]	<input type="checkbox"/> Internal consistency	
b. <b>Are there policies directing that capital budget decisions be made consistent with the comprehensive plan?</b> [RCW 36.70A.120]	<input type="checkbox"/> Budget decisions consistent with plan	
c. <b>Does the plan fit together with plans of adjacent jurisdictions?</b> [RCW 36.70A.100, and WAC 365-195-530]  Note: Adjacent jurisdictions should be provided with proposed plan and SEPA documentation.	<input type="checkbox"/> External consistency	
<b>14. Public participation, plan amendments and monitoring</b>		
a. <b>Does the plan ensure public participation in the comprehensive planning process?</b> [RCW 36.70A.020(11), .035, and .140]  Note: WAC 365-195-600(2) suggests a list of possible public participation choices.	<input type="checkbox"/> Public participation	
b. Does the plan describe the process for making amendments? Is this process coordinated among the county and cities within a county? [WAC 365-195.630(2), and 865]		
c. <b>Does the plan set out a procedure for adopting emergency amendments and does it define emergency?</b> [RCW 36.70A.130(2)(b)]	<input type="checkbox"/> Process for plan amendments	
d. <b>Are amendments to be considered no more often than once a year not including the exceptions described in RCW 36.70A.130?</b>	<input type="checkbox"/> Plan amendments no more than once a year.	
e. <b>Is there a process to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property?</b> [RCW 36.70A.370] See <i>Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property</i> for guidance.	<input type="checkbox"/> Process to avoid takings	
f. Is there a plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comprehensive plan's goals and the goals of the GMA?		
g. Is there a plan or program for monitoring how well natural resource lands and critical areas ordinances and other implementation techniques are protecting critical areas?		
h. Does the comprehensive plan and development regulations define a process for amending regulations as new information and data becomes available?		